



FRASER LANDS CHURCH

Building & Maintenance Supervisor

Employer: Fraser Lands Church
Location: Vancouver, BC
Job Type: Full Time
Job Status: Permanent
Contact Email: hr@fraserlands.ca
Posting Expiry: August 8, 2021
Contact Name:
Contact Phone:

Introduction

Fraser Lands Church's vision is to be a church of all nations transformed through faith and love in Christ.

Fraser Lands Church is looking for a Building Supervisor to oversee the facility's maintenance and operational needs, and to provide a clean and well-maintained property that is inviting to the church family and community.

Job Details

Primary responsibilities include:

- Developing and managing a systematic building maintenance and cleaning program for the facility and property.
- Performing regular maintenance and repair of the facility and property.
- Tendering work to trade contractors, negotiating, awarding, and overseeing contracts for the maintenance needs of the facility and property.
- Ensuring security and safety measures are functioning and met.
- Overseeing custodial staff including hiring, training, scheduling, supervising and performance management.
- Assisting custodial staff and/or performing cleaning duties in all aspects during peak usage and/or holiday coverage.
- Assisting with facility bookings and setting up equipment need requirements.
- Conducting safety inspections and performing corrective action as required.
- Responding to facility emergencies and alarm call-outs.
- Developing an annual facilities operating budget.
- Developing and maintaining a filing system for records related to maintenance, trade contacts, schedules, work plans, reports, and forms.
- Overseeing audio visual and lighting systems.

Requirements

We're looking for a person who is:

- Experienced and knowledgeable in building management and maintenance processes.
- Hard working, reliable, and trustworthy.
- Able to think and act quickly to solve problems.
- Possesses good organizational skills.
- Handy with tools and able to perform minor building, electrical, plumbing and mechanical repairs.
- Possesses strong verbal and written communication skills.
- Customer oriented, dealing with people in a positive, courteous and respectful manner.
- Able to work as part of a team.
- Proactive, take initiative, and work independently with little supervision.
- Has good computer skills with MS Office.
- Able to lift up to 50 lbs.
- Building maintenance/WHMIS certificate is an asset.
- Criminal records check clearance is mandatory.

To apply, please send your cover letter and resume to hr@fraserlands.ca by August 8, 2021.

Thank you, in advance, for applying. Unfortunately, we are only able to contact those whose applications we will be pursuing further.